



**JUSTICE CABINET  
DEPARTMENT OF  
JUVENILE JUSTICE  
POLICY AND PROCEDURES**

**REFERENCES:  
3-JTS-3A-24, 25  
3-JDF-3A-24, 25  
3-JCRF-3B-11; 4C-14  
1-JDTP-2C-09, 10, 11  
1-JBC-3A-30, 31  
NCCHC Y- 43**

<b>CHAPTER: Administration</b>	<b>AUTHORITY: KRS 15A.065</b>
<b>SUBJECT: Use of Vehicles</b>	
<b>POLICY NUMBER: DJJ 111</b>	
<b>TOTAL PAGES: 3</b>	
<b>EFFECTIVE DATE: 12/01/2014</b>	
<b>APPROVAL: Bob D. Hayter , COMMISSIONER</b>	

**I. POLICY**

Staff shall operate motor vehicles in a safe and lawful manner during the course of their employment. Staff shall utilize and maintain state vehicles in accordance with 200 KAR 40:020.

**II. APPLICABILITY**

This policy shall apply to the all Department of Juvenile Justice (DJJ) staff.

**III. DEFINITIONS**

Refer in Chapter 100.

**IV. PROCEDURES**

- A. Staff shall comply with Finance and Administration Cabinet's *Guide for Drivers of the Commonwealth's Vehicles*. DJJ shall comply with the Finance and Administration Cabinet's *Agency Guide for the Commonwealth's Vehicles*.
- B. Staff operating vehicles shall be properly licensed. Documentation of appropriate licensure shall be maintained in the staff's personnel file. Staff shall be obligated to report a suspension or loss of driving privileges to their immediate supervisor within twenty-four (24) hours. Failure to do so may result in disciplinary action.
- C. Each facility or office shall designate one staff to oversee vehicle control.
- D. In a facility, a qualified staff member shall conduct and document weekly safety inspections. Mechanical and safety defects shall be promptly reported and repaired.

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- E. The Vehicle Mileage Log shall be maintained on each state vehicle. The information shall be recorded and signed for as indicated on the Vehicle Mileage Log including receipts and maintained at the office or facility.
- F. All vehicle maintenance, to include cleaning, on Kentucky Transportation Cabinet (KYTC) leased vehicles shall be coordinated with KYTC. An authorization number shall be received from KYTC by calling (800) 928-4649 prior to maintenance being performed. The authorization number shall be included on the invoice submitted by the vendor to KYTC.
- G. All accidents shall be reported to KYTC by calling (800) 928-4649 and immediate Supervisor as soon as possible.
- H. Mileage reports on all KYTC vehicles shall be completed for each calendar month and submitted to the Division of Administrative Services, Fiscal Branch by the 10<sup>th</sup> day of the following month.
- I. Fuel cards shall be controlled by the Administrative Manager or designee. Vehicle assigned fuel cards shall remain with the vehicle keys at all times.
- K. Under no circumstances shall a resident of a residential program or detention facility be permitted to operate a facility or privately owned vehicle.
- L. Residents shall not be left unattended with facility or privately owned vehicle keys.
- M. Residents under proper supervision of an authorized staff member may be permitted to clean the interior and exterior of state owned vehicles, and wax the exterior.
- O. Staff, while on duty and operating a state or privately owned vehicle, shall operate that vehicle in a safe and lawful manner and shall comply with all posted speed limits and all traffic control signs and signals.
- P. Staff shall use the seat belts in vehicles so equipped in performance of their official duties. All passengers shall be required to use the seat belts of vehicles so equipped when riding in any vehicle whether state or privately owned.
- Q. Facilities and offices are responsible for maintaining the safety equipment and safety system, including seat belts, brakes and steering in good operating condition. An annual inspection by a qualified individual shall be documented in each vehicle's service log.
- R. At least one state vehicle shall be kept on grounds at all times in areas where ambulance service is not readily available for the transfer of a resident for medical care. Reference Chapter 4 (Emergency Medical Services).

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**V. MONITORING MECHANISM**

Administrative Managers shall monitor these procedures.